SECTION 4. PROCESSING REFERENCE GUIDE

4.1 Capabilities. GCSS-A/T PBUSE is a multi-tasking, web based software program designed to utilize Graphical User Interface (GUI) screens for ease of input.

4.1.1 GCSS-A/T Structure.

a. GCSS-A/T PBUSE employs a two level menu structure consisting of functional areas and processes and a relational database system.

b. The functional areas of GCSS-A/T PBUSE (Administration, Catalog, etc.) are groups of related processes.

c. The processes within each functional area are used to perform transactions, such as add, modify or delete, that affect the database.

d. Beginning in section 5, each of the functional areas is explained in detail.

4.1.2 Menus.

a. The Main Menu screen is divided into two areas (Figure 4.1-1). The left side of the screen contains the functional area menu and the right side contains the processes menu

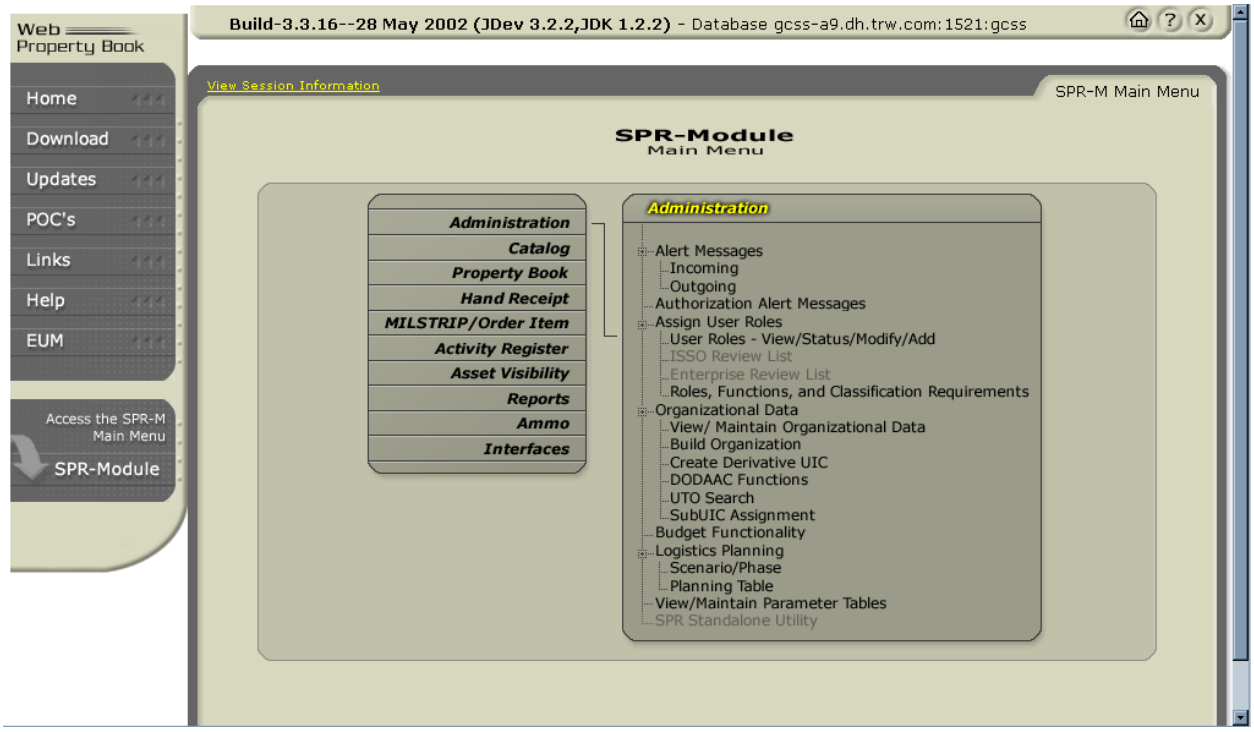

Figure 4.1-1 Main Menu Screen

b. The functional area menu is the first step to selecting a process. Clicking a functional area title displays a process menu unique to that particular functional area.

c. The process menu shows active processes in bold print and inactive processes in lighter print – a condition referred to as “grayed out”.

(1) The process menu may have two levels (Figure 4.1-2).

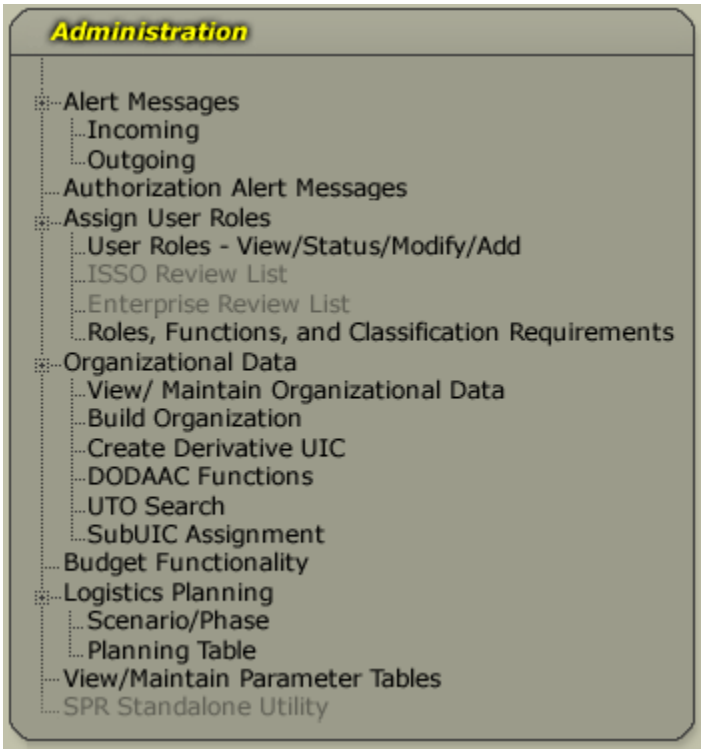

Figure 4.1-2 Process Menu

(2) The upper level, denoted by a plus sign (+), is a title that related processes are grouped under.

d. There are two reasons a process selection is “grayed out”.

(1) The user is not authorized to perform the process.

(2) The process is designated for a future release of the software.

4.1.3 Processes.

a. Click an active process menu selection to display a process screen (Figure 4.1-3).

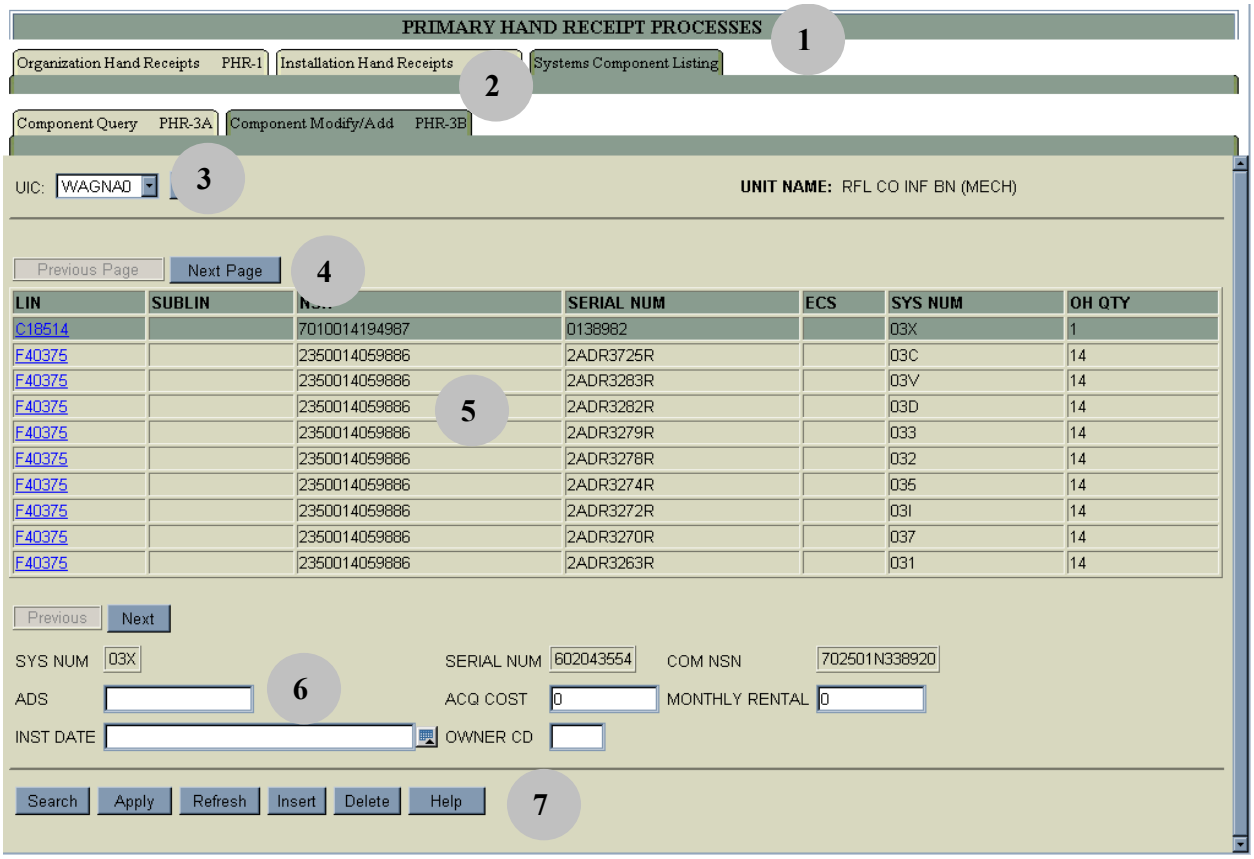

Figure 4.1-3 Process Screen (example)

Legend for Figure 4.1-3

Number	Screen Feature
1	Process Title
2	Tabs
3	List of Values (LOV)
4	List Control Buttons
5	Data List Tables
6	Data Fields
7	Screen Buttons

b. The example screen shown above contains many of the features found throughout GCSS-A/T PBUSE. Although all screens have a process title, not all screens contain the other features listed.

c. Tabs serve the purpose of subdividing data and screens into logical groups of information.

d. LOVs display a dropdown list of entries available for that particular field.

4.1.3.1 Data List Tables.

a. Data List Tables display rows of data in a columnar format (Figure 4.1-4). Typically, Data List Tables only display records, however, there are some Data List Tables with enterable fields.

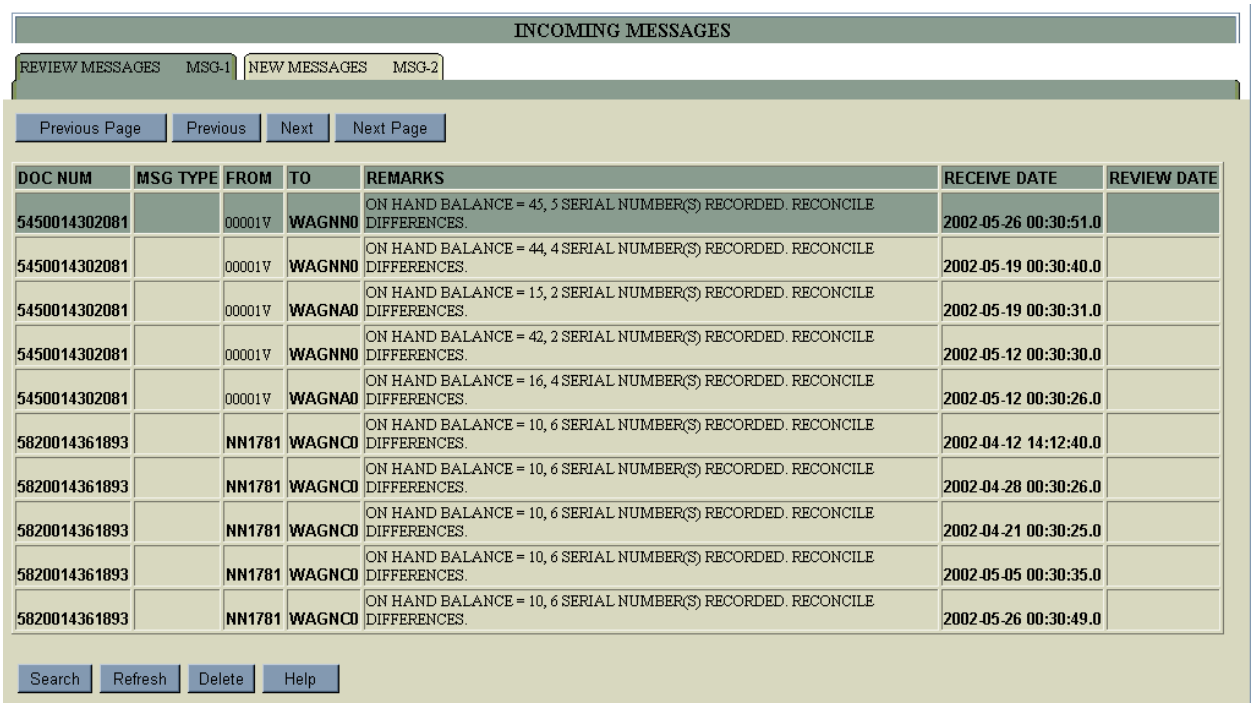

Figure 4.1-4 Data List Table (Example)

b. Data List Tables may appear as an entire screen or a portion of a screen. Furthermore, a screen may contain multiple related Data List Tables.

c. The majority of Data List Tables in GCSS-A/T PBUSE have list control buttons that are located above the table.

d. The following table lists the Control Buttons and their functions:

Button	Function
Previous Page	Returns to the previously displayed page of data.
Previous	Returns the highlight to the previously displayed record.
Next	Moves the highlight to the next record in the list.
Next Page	Displays the next group of records in the list.

NOTE: Grayed out buttons are inactive.

4.1.3.2 Data Fields.

a. Data fields are the areas that display the data on a screen. They may appear singularly, in groups, or in Data List Tables.

b. Data Fields have two parts, the label and the data field.

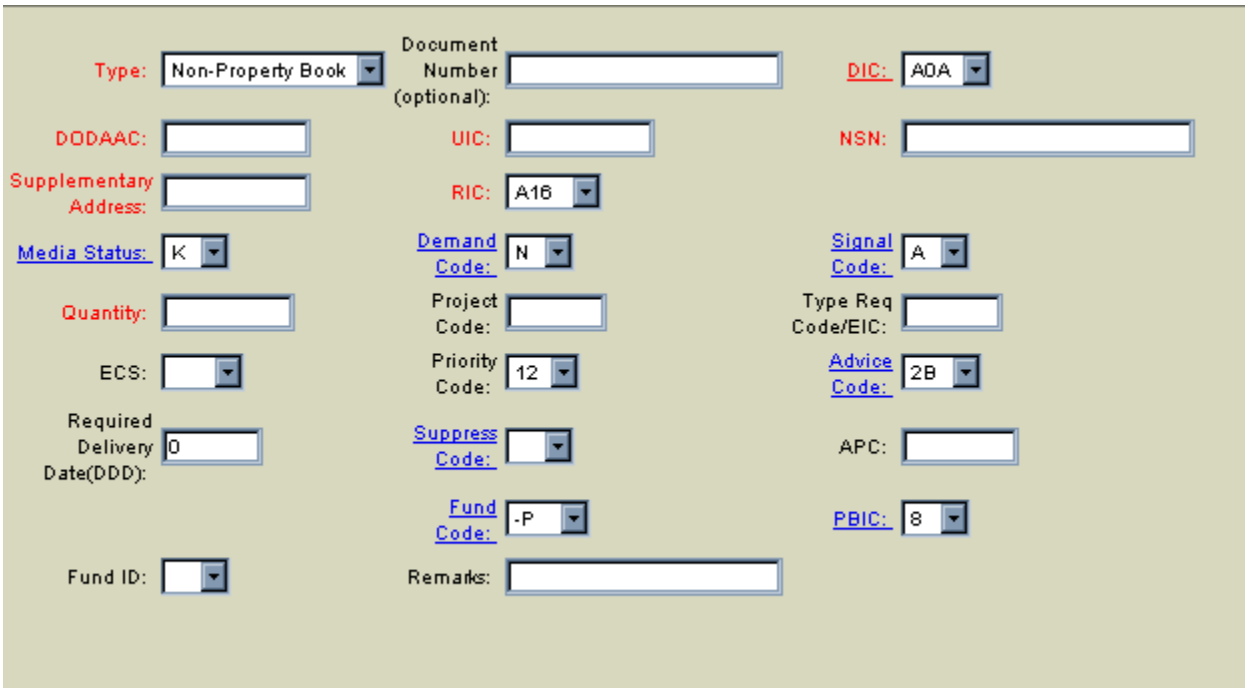

Figure 4.1-5 Data Fields (Example)

c. The Label is a short description of the field that follows it. For example, in Figure 4.1-5 “SYS NUM” is short for “System Number”.

(1) Labels in red print indicate a mandatory entry.

(2) Underlined labels are links to field level help.

d. The Data Field is the area adjacent to the Label. In Figure 4.1-5, the data field for “RIC” contains “A16”.

e. Data fields that have a shaded background are for display purposes only.

f. Data fields with a white background, such as “UIC” in Figure 4.1-5, are enterable fields.

4.1.3.3 Screen Buttons.

a. The Screen Buttons perform a variety of functions, such as printing, deleting records, and accessing Online Help.

b. The following table lists common Screen Control Buttons and their functions:

Button	Function
Find	Used to locate a specific key value. (See paragraph 4.1.3.3.1)
Search	Displays a search screen. (See paragraph 4.1.3.3.2)
Apply	Saves changes made to the database.
Refresh	Resets the screen and data to its original condition.
Undo	Discards all unsaved changes made to database.
Insert	Used to add new records to the database.
Delete	Deletes a record from the database.
Print	Prints a report. (See paragraph 4.1.3.3.3)
Help	Displays the online help feature.

NOTE: Grayed out buttons are inactive.

4.1.3.3.1 Find. Many processes in GCSS-A/T PBUSE utilize a list of key values, such as UICs or DODAACs, to retrieve the proper records. Use this function to expedite locating a specific key value in the list or, because a list of values is limited to 50 values, to locate a value not on the list.

a. Click the **Find** button to display the **Find** screen (Figure 4.1-6).

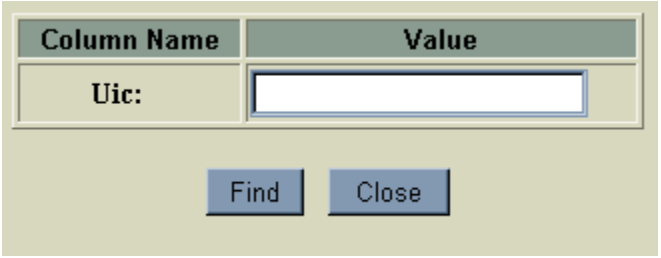

Figure 4.1-6 Sample Find Screen

b. Enter the search value and click the **Find** button.

c. If the value is found, the LOV displays that value only. To return the LOV to its original condition, click the **Refresh** button.

4.1.3.3.2 Search Functions.

a. Each process in GCSS-A/T PBUSE utilizes one of three different types of searches, dynamic, static-select, and static.

b. The type of search assigned to a particular process is directly related to the complexity of the data associated with the process; dynamic for the most complex, static-select for less complex, and static for the least complex.

4.1.3.3.2.1 Dynamic Search. Dynamic searches allow the most flexibility and provide the greatest capability of the three search types. Dynamic searches permit the selection of data elements as well as the setting of conditions. Dynamic searches are used with processes such as those in Transaction History.

a. Clicking the **Search** button opens a separate screen that enables a database query. Figure 4.1-7 is an example of a GCSS-A/T PBUSE dynamic search screen.

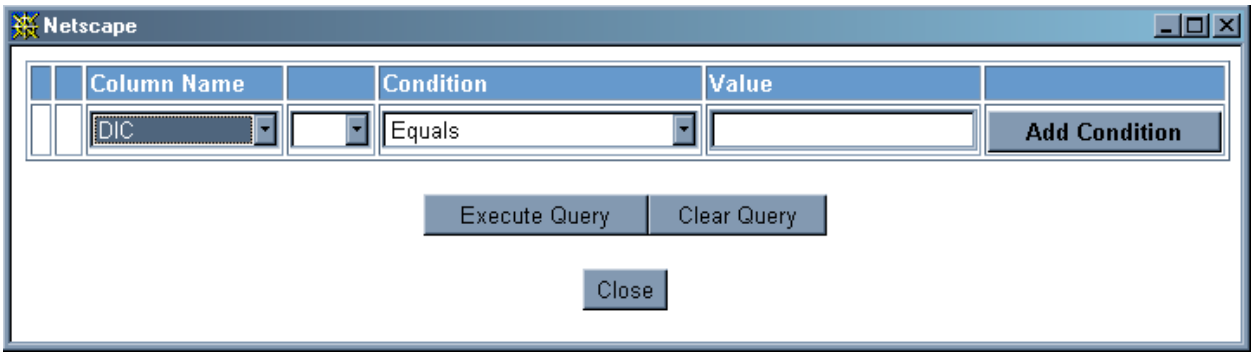

Figure 4.1-7 Dynamic Search Screen (Example)

b. Click the **Column Name** LOV to display all searchable data elements. The column names in the LOV vary from process to process. See the appropriate section of this manual to view the column names.

c. The second field is either blank or "Not". Click the LOV to select "Not". Selecting "Not" inverts the selected **Condition**, e.g. choosing "Not" and "Equals" selects everything not equal to the **Value** entered.

d. Click the **Condition** LOV to display a list of search options, as shown in the table below:

Condition	Action
Equals	Displays records where the **Value** entered matches a value in the file.
Greater Than	Displays all records where the value in the file is larger than the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "A33020" are entered, the window would display LINs starting at A33021.
Greater Than or Equal To	Displays all records where the value in the file is equal to or larger than the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "A33020" are entered, the window would display LIN/NSLINs starting at A33020.
Less Than	Displays all records where the value in the file is lower than

Condition	Action
	the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "A33020" are entered, the window would display LIN/NSLINs up to A33019.
Less Than or Equal To	Displays all records where the value in the file is lower than or equal to the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "A33020" are entered, the window would display LIN/NSLINs up to A33020.
Null	Displays all records where the value in the file is blank. The **Value** field remains blank when "Null" is chosen.
Contains	Displays all records where the value in the file contains the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "3" are entered, the window displays all LIN/NSLINs containing a 3.
Starts With	Displays all records where the value in the file starts with the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "A3" are entered, the window only displays LIN/NSLINs that start with the value A3.
Ends With	Displays all records where the value in the file ends with the **Value** entered. For instance, if the **Column Name "**LIN/NSLIN" and **Value** "20" are entered, the window only displays LIN/NSLINs that end with the value 20.
Between	Displays all records in a range between two values. To use this condition the entry in the **Value** field must appear as **'X' and 'Z'** (the single quotes must be used). This entry will return value **X**, **Y**, and **Z**.
In List	Displays selected non-sequential records that appear in the selected column. For example, if the **Column Name** is **DIC** and the **Value** field contains **'A0A', 'ZRG', 'ZRL'**, the screen will display **DIC**s of A0A, ZRG, and ZRL only. The single quotes and the commas must be used.

e. Click the **Value** data field and key-in the appropriate value. *Example:* With **UIC** in **Column Name** LOV and **Equals** in **Condition** LOV, click 'Value' data field and key-in appropriate **UIC.**

f. Click the **Add Condition** button to add another search criterion (Figure 4.1-8).

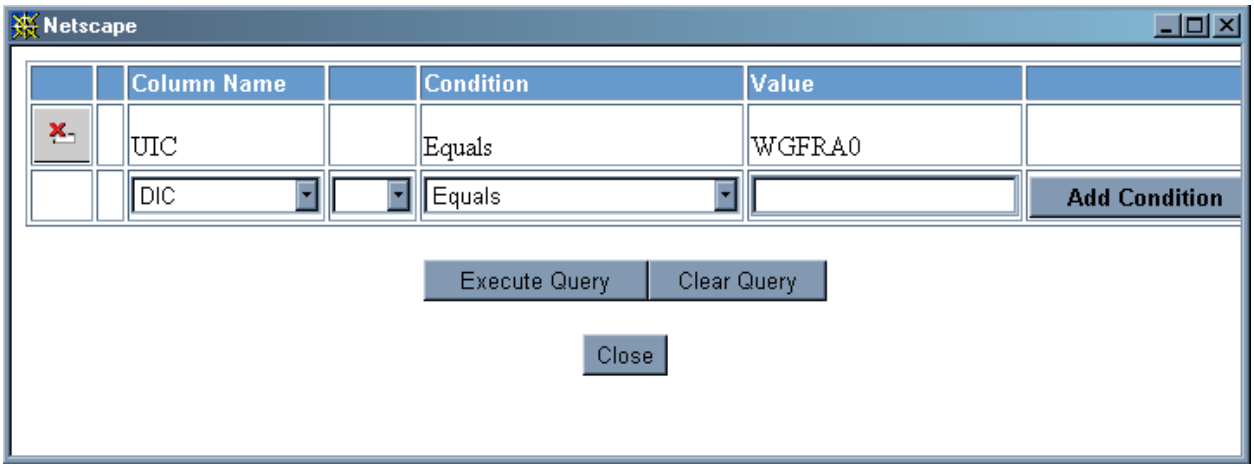

Figure 4.1-8 Search Screen with Additional Criterion (Example)

NOTE: Because each row of search criterion uses an "and" operator, creating searches with multiple search criteria limits the scope of the search.

g. When finished, click the **Execute Query** button to initiate the search.

h. Click the **Clear Query** button to clear the query screen and return to the previous screen.

i. Click the **Close** button to close the screen and return to the previous screen.

4.1.3.3.2.2 Static-Select Search. Static-select searches allow some flexibility for selecting data elements, but have no capability for setting conditions. Static-select searches are used with processes such as Lateral Transfer.

a. Clicking the **Search** button opens a separate screen that enables a database query. Figure 4.1-9 is an example of a GCSS-A/T PBUSE static-select search screen.

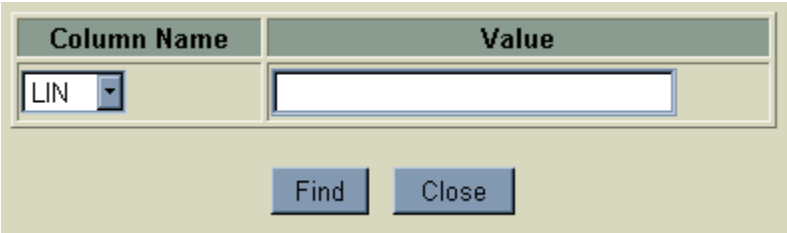

Figure 4.1-9 Static-Select Search Screen (Example)

b. Click the **Column Name** LOV to display all searchable data elements. The column names in the LOV vary from process to process. See the appropriate section of this manual to view the column names.

c. Enter an appropriate value in the **Value** field.

NOTE: Values entered must match values in the database.

d. Click **Find** to execute the search. The results are displayed on the screen from which the search was initiated.

4.1.3.3.2.3 Static Search. Static searches have fixed data elements, and no capability for setting conditions. Static searches are used with processes such as those in Authorizations.

a. Clicking the **Search** button opens a separate screen that enables a database query. Figure 4.1-10 is an example of a GCSS-A/T PBUSE static search screen.

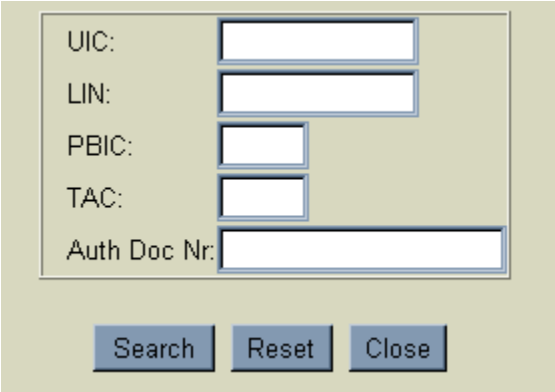

Figure 4.1-10 Static Search Screen (Example)

b. Enter a value in the field adjacent to the data element.

NOTE: Values entered must match values in the database.

c. If the search screen has multiple data elements:

(1) Entries may be made in any or all of the value fields.

(2) Entries in multiple fields must complement one another in order to receive a result. For example, if the value “N70896” is entered for the LIN and “3” is entered for the PBIC, the results will appear only if the LIN N70896 does indeed have a PBIC of 3.

d. Click **Search** to execute the search. The results are displayed on the screen from which the search was initiated.

e. Click **Reset** to clear the Value fields.

f. Click **Close** to exit the search.

4.1.3.3.3 Printing Reports. GCSS-A/T PBUSE uses Microsoft Excel to display reports for printing. Use the following steps as a general guide for printing a report.

a. Click the **Print** button to initiate the report.

b. Depending upon browser settings the **Warning** dialog box (Figure 4.1-11) may appear.

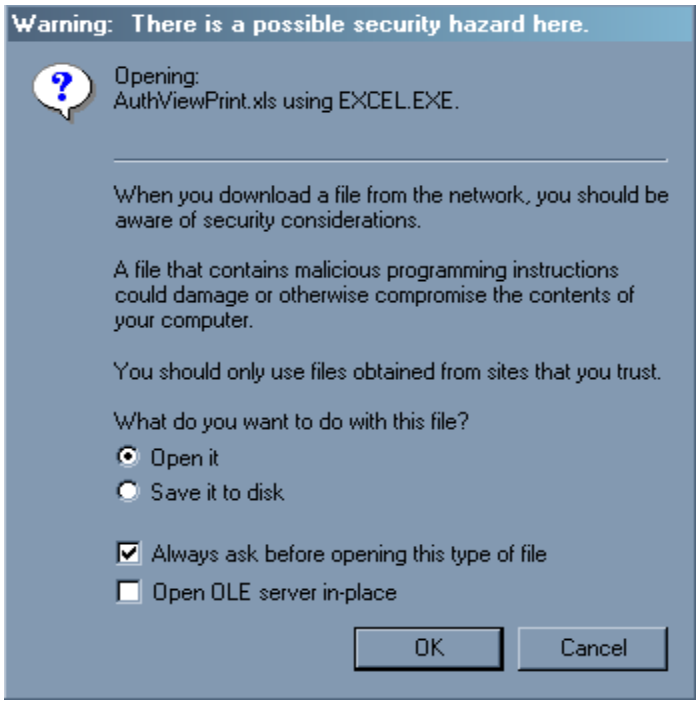

Figure 4.1-11 Warning Dialog Box

Legend for Figure 4.1-11

Option	**Function**
Open it	Opens a screen displaying the report.
Save it to disk	Opens the Save As screen.
Always ask before opening this type of file	Controls the Warning dialog box throughout the application.
Open OLE server in-place	Performs no function in conjunction with GCSS-A/T.

(1) Choose the desired “What do you want to do with this file?” option.

(2) If desired, un-check the **Always ask before opening this type of file** checkbox.

NOTE: Un-checking this box prevents the Warning dialog box from reappearing and it locks-in the other settings.

(3) Click **OK** to continue or **Cancel** to end.

c. When the Excel screen appears (Figure 4.1-12), click **File** then select **Page Setup**.

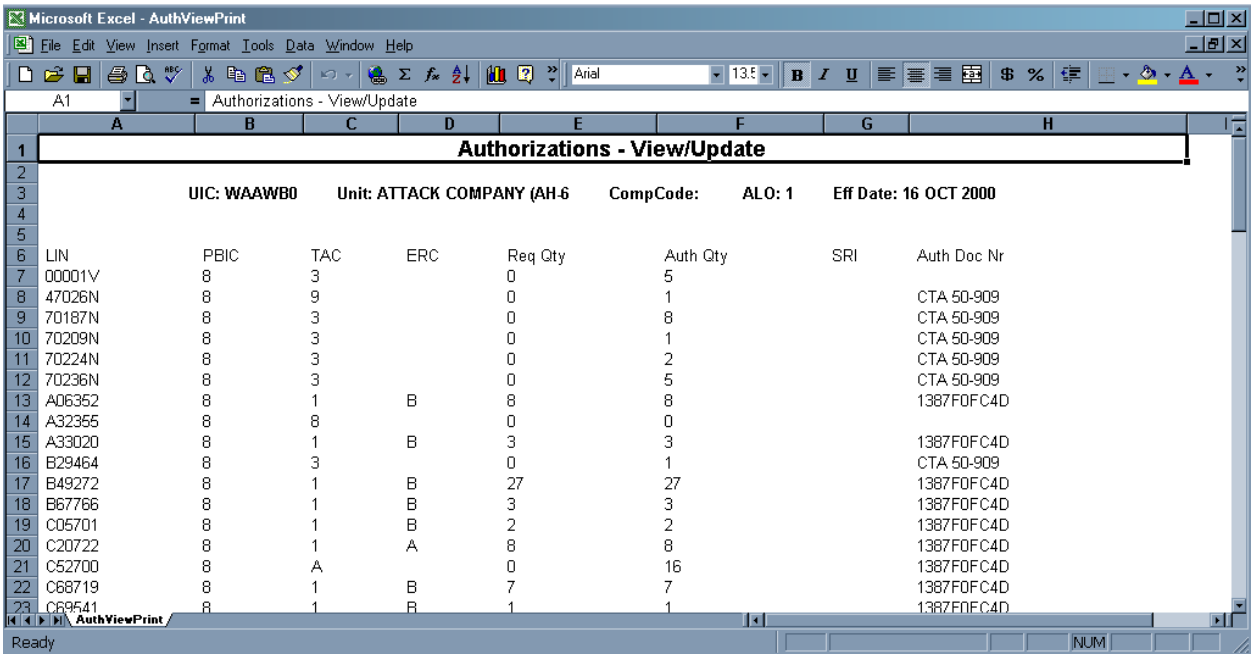

Figure 4.1-12 Excel Screen (Example)

d. On the **Page Setup** screen (Figure 4.1-13), select **Landscape** and **Fit to: 1 page(s) wide by** (X) **tall**.

NOTE: Fitting the report on a page may make reports with multiple headings difficult to read.

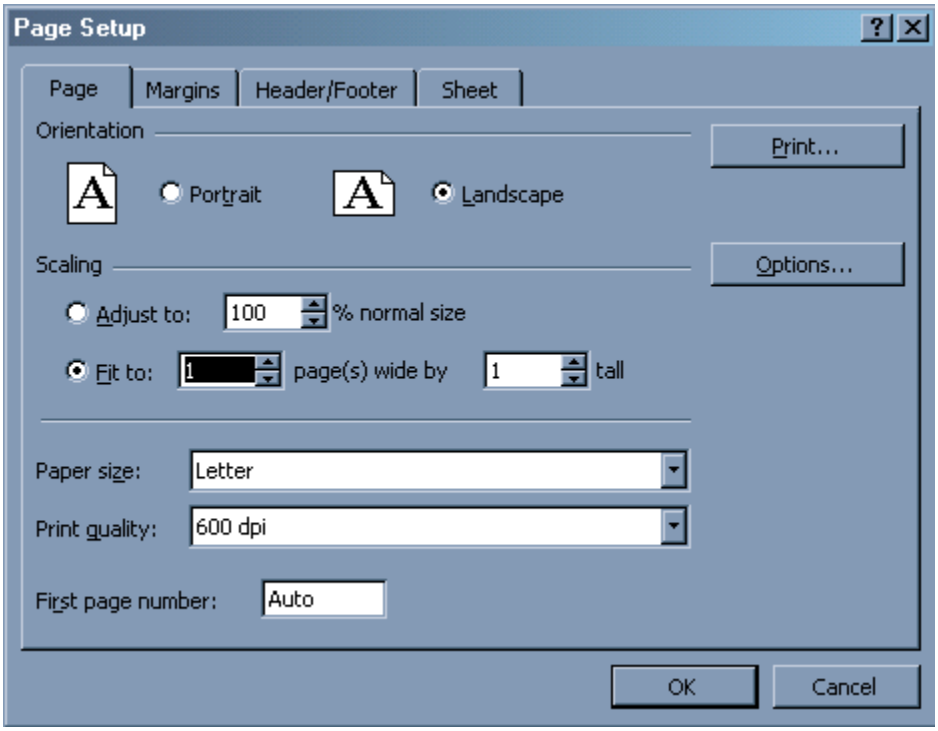

Figure 4.1-13 Page Setup Screen (Example)

e. Click the **Print** button to display the Print screen (Figure 4.1-14).

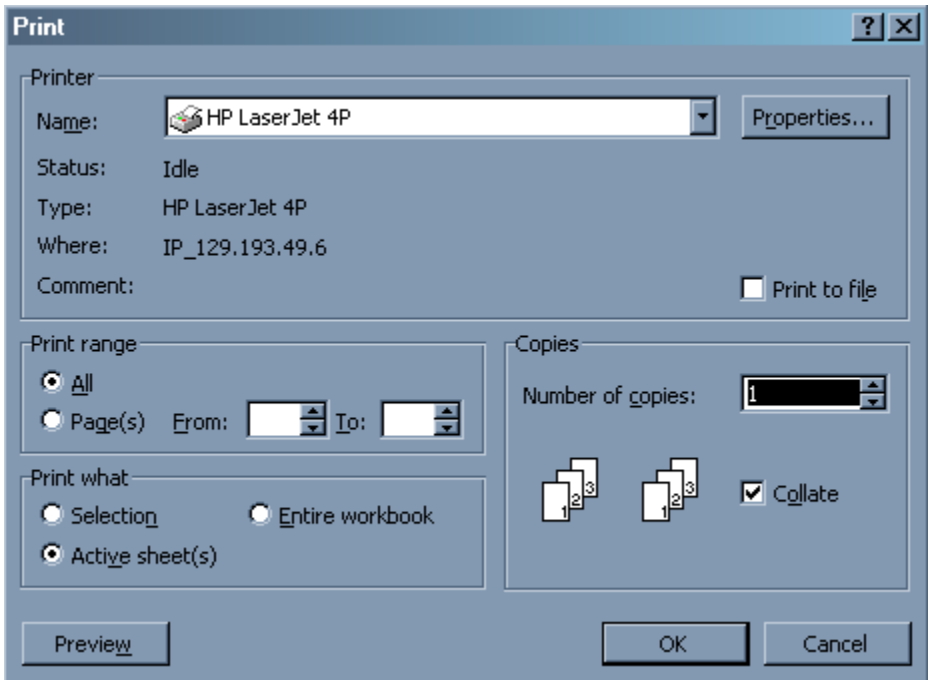

Figure 4.1-14 Print Screen

f. Click the **OK** button to start printing.

4.2 Conventions. GCSS-A/T PBUSE uses the following visual clues:

Clue	Use	Definition
Red	Data Field Label	Mandatory entry field
Black	Data Field Label	Optional entry field
Underline	Data Field Label	Has a field definition
White background	Data Field	Enterable field
Colored background	Data Field	Non-enterable field
Underline	Data Field	Has related detail data
Green	Data List Table (standard)	A selected data row
Dark Gray	Data List Table (applet)	A selected data row
Green	Tab	Active
Tan	Tab	Inactive
Bold Print	Button	Active
Faded Print	Button	Inactive
Background Illumination	Functional Area Menu	Available selection
Hand-shaped Pointer	Throughout	Object links to another screen

4.3 Processing Procedures.

a. These paragraphs outline the functional areas and processes used in GCSS-A/T PBUSE.

b. Processing instructions are explained in detail in sections 5 through 14.

4.3.1 Functional Areas. GCSS-A/T PBUSE supports the property book operations for installations, centers, agencies, schools, training centers, support commands, divisions, separate brigades, armored cavalry regiments, non-divisional units, battalions companies, Reserve Officer Training Corps (ROTC) units, National Guard, and Army Reserve units. There are ten functional areas:

- Administration
- Catalog
- Property Book
- Hand Receipt
- MILSTRIP/Order Item
- Activity Register
- Asset Visibility
- Reports
- Ammo
- Interfaces

4.3.1.1 Administration.

a. This functional area is used to perform administrative tasks such as maintaining unit information and maintaining system user information.

(1) Alert Messages

(a) Incoming

(b) Outgoing

(2) Authorization Alert Messages

(3) Assign User Roles

(a) User Roles View/Status/Modify/Add

(b) ISSO Review List

(c) Enterprise Review List

(d) Roles, Functions, and Classification Requirements

(4) Organizational Data

(a) View/Maintain Organizational Data

(b) Build Organization

(c) Create Derivative UIC

(d) DODAAC Functions

(e) UTO Search

(f) SubUIC Assignment

(5) Budget Functionality

(6) Logistics Planning

(a) Scenario/Phase

(b) Planning Table

(7) View/Maintain Parameter Tables

(8) SPR Standalone Utility

b. The Administration functional area is explained in section 5.

4.3.1.2 Catalog.

a. This functional area is used to maintain standard and user created catalog information.

(1) Standard

(2) User Created

(3) Catalog Report

(4) Component

b. The Catalog functional area is explained in section 6.

4.3.1.3 Property Book.

a. This functional area is used to maintain authorizations, make adjustments, perform lateral transfers, update identifying numbers, enable split operations, and make UIC changes.

(1) Authorizations

(a) View/Update Authorization

(b) Add Authorization

(c) LOGTAADS Visibility Listing

(d) LOGTAADS Change Listing

(e) LOGTAADS Exception Listing

(f) LOGTAADS Deactivation Listing

(g) UIC/Paragraph Listing

(2) Administrative Adjustment Report

(3) Asset Adjustments

(4) Lateral Transfers

(5) Serial No., Registration No., Lot Updates

(6) Unit Transfer/Task Force/Split Operations

(7) UIC Change Transaction

(a) UIC Change

(b) UIC Mass Change

(c) UIC Merge

b. The Property Book functional area is explained in section 7.

4.3.1.4 Hand Receipt.

a. This functional area is used to view primary hand receipts for organization and installation items, as well as, maintain component items, unit level hand receipts, shortages and excesses, and operational/basic loads. Furthermore, it contains processes supporting Automated Inventory Tracking.

(1) Primary Hand Receipts

(2) Unit Level Hand Receipts

(3) Operational/Basic Load

(4) AIT

(a) Menu Options

(b) Inventory

(5) Unit Level Asset Visibility

(a) Asset Visibility Report

(b) Component Management

b. The Hand Receipt functional area is explained in section 8.

4.3.1.5 MILSTRIP/Order Item.

a. This functional area is used to make requests for issue, modification and cancellation, post supply and shipping status, and create follow-ups.

(1) Request

(2) Modify

(3) Cancel

(4) Receipt

(5) Shipment Status

(6) Supply Status

(7) Adverse Status Reversal

(8) Followup Request

(9) Cancellation Request Followup

(10) Want List

(11) Modify Unsent Request

(12) Mass Modifications

(13) Mass Cancellations

(14) Manual Total Package Fielding

(15) Automatic Total Package Fielding

(16) Turn-In

(a) Property Book Level

(b) Unit Level

b. The MILSTRIP/Order Item functional area is explained in section 9.

4.3.1.6 Activity Register.

a. This functional area is used to view and print reports for various activity register transactions.

(1) Activity Register Report (All)

(2) Activity Register Report (A0_)

(3) Trans Affecting PB Balance

(4) Trans Not Affecting PB Bal

(5) Inactive Activity Register Report (All)

(6) Inactive Activity Register Report (A0_, ZRL, ZRI)

(7) Reversal

(8) Input Transaction Report

(9) Download Entire Report

b. The Activity Register functional area is explained in section 10.

4.3.1.7 Asset Visibility.

a. This functional area is used to view, maintain, and print reports on equipment readiness, excesses, and shortages. CFO, and in the future AMSS, reporting capabilities are included.

(1) Materiel Item Rollup

(2) Unit Equipment Readiness

(3) CFO Compliance/Reporting

(a) General Equipment

(b) National Defense Equipment

(c) Heritage Asset

(4) AMSS

b. The Asset Visibility functional area is explained in section 11.

4.3.1.8 Reports.

a. This functional area is used to create and print various reports not included in other functional areas.

(1) Cyclic Inventory Listing

(2) Sensitive Item Inventory Listing

(3) Parent Level Property Listing Organization

(4) UIC Change Listing

(5) Dollar Value/Capital Equipment Listing

(6) Consolidated Property Listing

(7) Ad Hoc Queries

(8) Commander's Financial Transaction Listing

(9) Commander's Exception Listing

(10) Property Imbalance

(11) User Created Asset Report

b. The Reports functional area is explained in section 12.

4.3.1.9 Ammo.

a. This functional area is used to request, receive, and turn-in ammunition to the Ammunition Supply Point (ASP).

(1) Request

(2) Receipt

(3) Ammunition Control Document

(4) Turn-In

(5) Import

(6) Export

b. The Ammo functional area will be explained in section 13.

4.3.1.10 Interfaces.

a. This functional area is used to transmit and receive transactions between GCSS-A/T PBUSE and CSSCS, SARSS-1, and SAAS-MOD.

(1) CSSCS

(a) Property Book Level

(b) Unit Level

(2) SARSS-1

(a) Input Files

(b) Download Files

(c) Clean Up Files

(d) Retrieve Status

(3) SAAS-MOD

(4) SASS-MOD (WARS Format)

(5) ULLS Air/Ground

(6) Unit Level Data Migration

b. The Interfaces functional area is explained in section 14.

4.3.2 Process Levels 1 and 2.

Functional Area	Processes Level 1	Processes Level 2
Administration	Alert Messages	Incoming
		Outgoing
	Authorization Alert Messages	
	Assign User Roles	User Roles View/Status/Modify/Add
		ISSO Review List
		Enterprise Review List
		Roles, Functions, and Classification Requirements
	Organizational Data	View/Maintain Organizational Data
		Build Organization
		Create Derivative UIC
		DODAAC Functions
		UTO Search
		SubUIC Assignment
	Budget Functionality	
	Logistics Planning	Scenario/Phase
		Planning Table
	View/Maintain Parameter Tables	
	PBUSE Standalone Utility	
Catalog	Standard	
	User Created	
	Catalog Report	
	Component	
Property Book	Authorizations	View/Update Authorization
		Add Authorization
		LOGTAADS Visibility Listing
		LOGTAADS Change Listing
		LOGTAADS Exception Listing
		LOGTAADS Deactivation Listing
		UIC/Paragraph Listing
	Administrative Adjustment Report	
	Asset Adjustments	
	Lateral Transfers	
	Serial No., Registration No., Lot Updates	
	Unit Transfer/Task Force/Split Operations	
	UIC Change Transaction	UIC Change
		UIC Mass Change
		UIC Merge

Hand Receipt	Primary Hand Receipts Unit Level Hand Receipts Operational/Basic Load AIT Unit Level Asset Visibility	 Menu Options Inventory Asset Visibility Report Component Management
MILSTRIP/Order Item	Request Modify Cancel Receipt Shipment Status Supply Status Adverse Status Reversal Followup Request Cancellation Request Followup Want List Modify Unsent Request Mass Modifications Mass Cancellations Manual Total Package Fielding Automatic Total Package Fielding Turn-In	 Property Book Level Unit Level
Activity Register	Activity Register Report (All) Activity Register Report (A0_) Trans Affecting PB Balance Trans Not Affecting PB Bal Inactive Activity Register Report (All) Inactive Activity Register Report (A0_, ZRL, ZRI) Reversal Input Transaction Report Download Entire Report	
Asset Visibility	Materiel Item Rollup Unit Equipment Readiness CFO Compliance/Reporting AMSS	 General Equipment National Defense Equipment Heritage Asset

Reports	Cyclic Inventory Listing Sensitive Item Inventory Listing Parent Level Property Listing Organization UIC Change Listing Dollar Value/Capital Equipment Listing Consolidated Property Listing Ad Hoc Queries Commander's Financial Transaction Listing Commander's Exception Listing Property Imbalance User Created Asset Report	
Ammunition	Request Receipt Ammunition Control Document Turn-In Import Export	
Interfaces	CSSCS SARSS-1 SASS-MOD SASS-MOD (WARS Format) ULLS Air/Ground Unit Level Data Migration	Property Book Level Unit Level Input Files Download Files Clean Up Files Retrieve Status

4.3.3 Help Functions. GCSS-A/T PBUSE currently has two types of help, procedural and field level.

a. Procedural help explains how to navigate to a process and perform tasks related to that process. It is accessible by clicking **Help** on the GCSS-A/T SPR home page, or by clicking the **Help** button on the bottom of a specific screen. See Figure 4.3-1

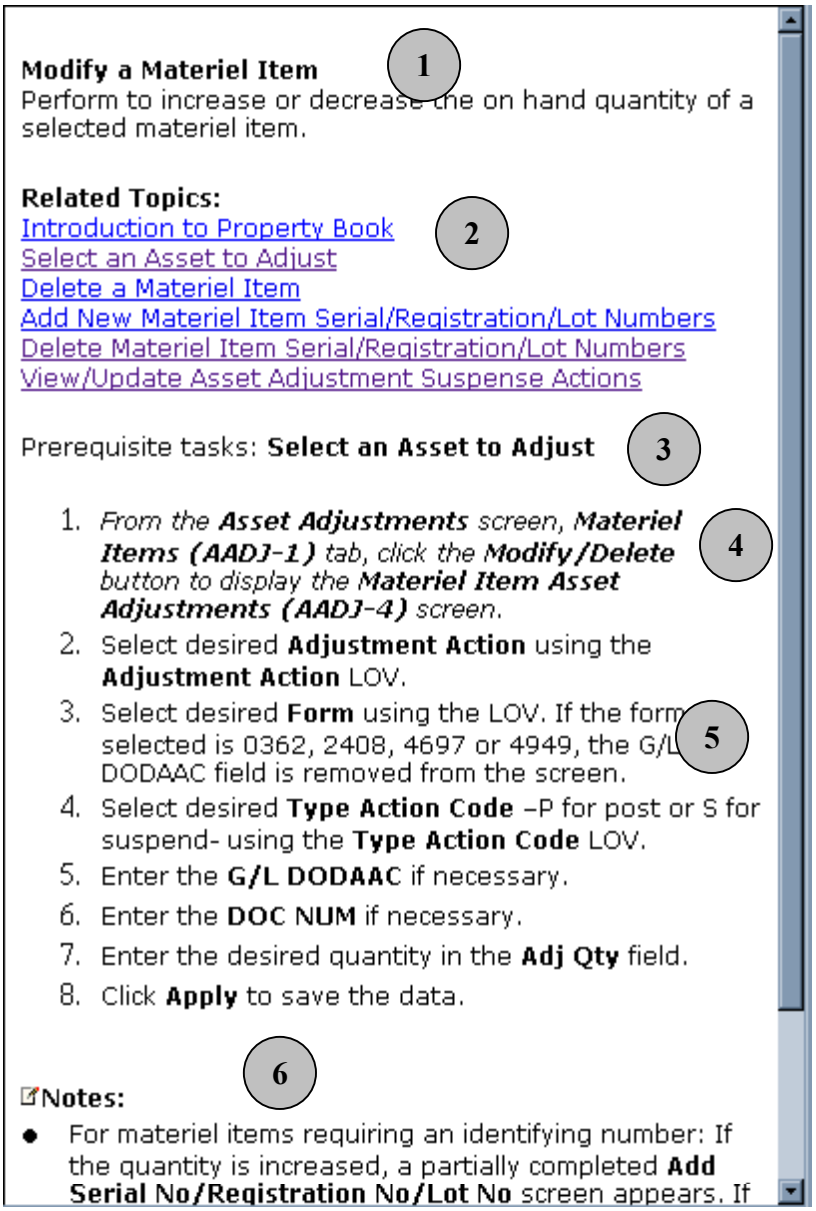

Figure 4.3-1 Procedural Help Example

Legend for Figure 4.3-1

Number	Description
1	The task's title and a short explanation of the task.
2	A list of links to help topics related to the selected task.

3	A prerequisite task that must be performed prior to the selected task. (Optional)
4	The (italicized) directions for navigating to the proper screen.
5	The instructions for performing the selected task.
6	Additional notes for further clarification. (Optional)

b. Field level help contains LOV input field descriptions and may contain value definitions. Field level help is accessible by clicking a linked (underlined) field label. See Figure 4.3-2.

DEMAND CODE

Definition: A mandatory entry on a requisition by the activity creating the request. This code indicates to the Supply Distribution System whether the demand is recurring or nonrecurring. When there is no Demand Code, the requirement defaults to nonrecurring.

Code	Code Definition
I	Inactivated item demand
N	Nonrecurring demand
O	No demand
P	Nonrecurring demand for special program requirement
R	Recurring demand

Figure 4.3-2 Field Level Help Example

c. The online help features of GCSS-A/T PBUSE are intended for immediate assistance to users with performing day-to-day tasks. It is not intended as a substitute for end user training.